

# 10

## Updating/Editing Previous Participation

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<b>10.0 Updating/Editing Previous Participation.....</b>	<b>10-2</b>
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**Revision Sheet**


<b>Revision No.</b>	<b>Date</b>	<b>Revision Description</b>
Rev.1	10/30/09	Previous Participation List page and the Step.3 Edit Previous Participation page has been modified to no longer display Inherited previous participation information.
Rev. 2	01/29/10	<ol style="list-style-type: none"><li>1. A checkbox was added to the previous participation detail page to provide users an option to check for NO scores received during their participation in a property</li><li>2. Loan Status information has been made mandatory on the previous participation detail page</li><li>3. A column has been added to the Previous Participation List page to display the origin of direct previous participation</li></ol>
Rev .3	7/30/10	The N/A (not applicable) option was added to the Loan Status drop down list on the previous participation detail page. There was also a “check if current” selection box added to the loan status information section.


## 10.0 Updating/Editing Previous Participation

 *Note: APPS now **allows** previous participation to roll down to all the participants when added via the **Edit Previous Participation option**.*

 *Note: Please ensure that the following mandatory fields have information in them before you click save on this page; The “From” and “To” dates, the “Loan Status”, “As of date” and “Was Loan in default”*

 *Note: If you did not receive a physical inspection or a management review score during the time you were part of the property, ensure that all the fields in those two sections are cleared before saving the previous participation information.*

 *Note: Once a Property Submission is approved by HUD please ensure that the previous participation for the new property is added to the participants in your organization structure.*

1. From the APPS home page select “Edit Previous Participation” from the *Select Participant Processing* drop-down list.
  - a. **OR**
2. From the 2530 Submission screen, select “Previous Participation” from the *Select participant processing* drop-down list.
3. Click . The Previous Participation Search screen or the Previous Participation List screen displays depending on where you started. (Enter Participant TIN or SSN if at Search page and Previous Participation List screen will display)

**Active Partners Performance System**

*Previous Participation List*

Submission ID: 67451 Reason: Organization Change (Major)

Applicant: Willow Street Apartments

Current Status: In Process

Participant: Willow Street Apartments  
Denver, COLORADO

Direct Previous Participation Records (1 - 1) of 1

Select	Property Name	Originated Name	HUD Multifamily?	Property Role	From Date	To Date	Last Update Date	Last Management Review and/or Physical Inspection
<input type="radio"/>	WILLOW STREET APARTMENTS DENVER, CO	Willow Street Apartments	Yes (Denver Field Office)	Owner/ Mortgagor	06/01/1996	Current	11/16/2007	Rev 16 2007 5:09:04 440PM Mgmt Row: Satisfactory 2004-09-17 00:00:00.0 HUD-Constructor  Play In: Score: 82 b Inc No: 244892 2006-09-01 00:00:00.0 HUD-Constructor

Add Participation Edit Participation

Delete Participation

2530 Submission Edit Previous Participation

Figure 10-1: Previous Participation List screen

4. Select Previous Participation to edit by clicking the radio button next to the Property Name.
5. Click Edit Participation.
6. Edit the appropriate fields.

**Active Partners Performance System**

*Previous Participation Detail*

**PARTICIPANT:**  
**PROPERTY NAME:** PARADISE CORNER APARTMENTS  
**PROPERTY ID:** 800000059  
**PROPERTY TYPE:** Multifamily  
**CONTRACT NO(S):**  
**CONTRACT AMOUNT:**  
**LOAN AMOUNT:** \$0.00  
**FHA NO(S):**

**Agency/Role Information**  
**Agency:** HUD **Project Role:** Member  
**From Date:** (mm/dd/yyyy) **To Date:** (mm/dd/yyyy) (check if current)  
**Affiliation Comments:**

**Loan Status Information**  
 [Default or Delinquency Status: N/A ]

Loan #	Loan Status	As of Date (mm/dd/yyyy)	Loan Status Comment	Was Project in Default during your participation	Explanation for Project default
1		(mm/dd/yyyy) (check if current)		<input type="radio"/> Yes <input checked="" type="radio"/> No	

**Last Physical Inspection** ☐ No scores received  
**Inspection Number:** **Inspection Date:** (mm/dd/yyyy)  
**REAC Score:** **Rating:**  
**Performed By:**  
**Explanation for Rating:**

**Physical Inspection Information retrieved from HUD's Database:** ☐ I agree to this score  
**Inspection Number:** **Inspection Date:** (mm/dd/yyyy)  
**REAC Score:** **Rating:**  
**Performed By:**

**Last Management Review** ☐ No scores received  
**Rating:** **Review Date:** (mm/dd/yyyy)  
**Performed By:**  
**Explanation for Rating:**

**Management Review Information retrieved from HUD's Database:** ☐ I agree to this score  
**Rating:** Satisfactory **Review Date:** (mm/dd/yyyy)  
**Performed By:** HUD/Contractor

**Save**

**Previous Participation List**

Figure 10-2: Previous Participation Detail screen

7. Click . Screen displays with the message, “Save was successful.”
8. When you are finished, click . The Previous Participation List screen will display with your new information.

**Active Partners Performance System**

*Previous Participation List*

Submission ID:  Reason:

Applicant:

Current Status:

Participant:




Direct Previous Participation Records (1 - 1) of 1

Select	Property Name	Originated Name	HUD Multifamily?	Property Role	From Date	To Date	Last Update Date	Last Management Review and/or Physical Inspection
<input type="radio"/>	WILLOW STREET APARTMENTS DENVER, CO	Willow Street Apartments	Yes (Denver Field Office)	Owner/ Mortgagor	06/01/1996	Current	11/16/2007	Rev 16 2007 5:09:34 440PM Mgmt Rev: Satisfactory 2004-09-17 00:00:00 HUD-Constructor  Play Back: Score: 82.6 Rev No: 244892 2006-09-01 00:00:00 HUD-Constructor

**Figure 10-3: Previous Participation List Screen**

9. Click on  to return to the 2530 Submission page.

*The Industry partner responsible for updating their Physical Inspections Scores and the Management Review Scores prior to submitting any paper 2530 or E2530.*

-  *It is not HUD obligated to enter this data and HUD systems will not automatically update this information.*
-  *The industry should update their scores as they receive them from the inspectors and always before any paper 2530 or E2530 Submission. This can be done by going to the APPS home page and selecting Edit Previous Participation from the Participant Processing drop down menu. Users may edit this information at any time and **DO NOT HAVE TO WAIT FOR A SUBMISSION.***
-  *If the Industry has not received any scores Physical Inspections or Management Review Scores they must enter the following information in the comments field for Physical Inspections and Management Review:*
- Example: This entity has not received a Management Review for this property, or something of this nature. This entity has not received a REAC Physical Inspection for this property, or something of this nature.*